

“Unofficial Until Approved”

**THE CITY OF COSTA MESA
REGULAR MEETING OF THE
PARKS AND RECREATION COMMISSION**

March 27, 2014

The Parks and Recreation of the City of Costa Mesa, California met in regular session at 6:00 p.m. on Thursday, March 27, 2014, in the Council Chambers at City Hall, 77 Fair Drive, Costa Mesa, California.

1. **Call to Order: Chair de Arakal**
2. **Pledge of Allegiance: Commissioner Abernathy**
3. **Roll Call:**

Commissioners Present: Commissioner Dean Abernathy
Vice Chair Kim Pederson
Chair Byron de Arakal
Commissioner Donald Harper
Commissioner Robert Graham

Commissioner Absent: None

Officials Present: Mr. Bruce A. Hartley, Maintenance Services Manager
Ms. Penny Loomer, Interim Recreation Manager
Mr. Baltazar Mejia, P.E., QSP/ QSD

4. **Approval of the Minutes of the February 27, 2014, Meeting**

Motion made by Vice Chair Pederson, seconded by Commissioner Graham, motion passed five to zero, to approve the minutes of the February 27, 2014, meeting.

5. **Presentation:**

- a. Bruce A. Hartley, Maintenance Services Manager
- b. Yvonne Ingram, Silver Wood Landscape Design, Costa Mesa

6. **Oral Communications:**

- a. Donna Marsh Peery- Tustin, Ca
Ms. Peery invites Commissioners to a free work shop for April 5, 2014, in the City of Tustin.
- b. Suzann Mina Cummins- Costa Mesa, Ca
Ms. Cummins request for removal of the tree on Madison Ave, she has health issues.
- c. Rocky Evans- Costa Mesa, Ca
Mr. Evans would like to request longer hours for Volcom Skate Park.

7. **Public Hearing:**

- a. No items

8. **Old Business:**

- a. No items

9. **New Business:**

a. Tree Removal Request- 2968 Ceylon Drive

Mr. Hartley presented the report.

Mr. Hartley responded to Commission Abernathy that there are more liquid amber on the east side of the street.

Chair de Arakal asked applicant Mr. Willis to come forward.

Commissioner Graham asked Mr. Willis if the liquid Amber tree was the primary concern and the fruit dropping.

The applicant Mr. Willis would like to replace the tree and he is willing to pay the cost, due to the fruit droppings.

There was no public comment.

Vice Chair Pederson questioned Mr. Hartley spoke briefly about the previous meetings regarding the street trees.

Mr. Hartly mention that the city has a book that the city uses for managing city trees. These trees are 20 years old.

Commissioner Harper asked Mr. Hartly if they replace with same tree.

Mr. Hartly responded it wouldn't be replace with same type of tree.

Commissioner Graham comments all trees make an impression and in a sense it's a public asset that belongs to the city and to the people.

Chair de Arakal moved the staff recommendation to deny the request of 2968 Ceylon Drive.

Commissioner Graham seconded.

Motion made by Chair de Arakal, seconded by commissioner Graham, carried four to one with commissioner Harper voting no, to deny the request for the removal of tree located at 2968 Ceylon Drive

a. **Renewal of the User Agreement with the Harbor Soaring Society.**

Chair de Arakal called Mr. Mejia to present report on the renewal of the use agreement. Mr. Mejia said the Harbor Soaring Society would like to renew their current agreement and extend it for 5 years.

Mr. Mejia announce the HSS is a non- profit organization for Fairview Park. An organization that provide education for the public

Chair de Arakal called Mr. Anderson representing the HSS and Mr. Broker who discussed their request for renewing the agreement.

Chair de Arakal called commissioners for questions for Mr. Mejia on the agreement or of the Harbor Society representatives.

Commissioner Abernathy asked to explain the limits and performance for the planes in the park

Mr. Calleros mentions he is the president of HSS. Aircraft planes can only weight 10 pounds and only electric is allowed no gas.

Vice chair Pederson mention over the years they have a good record for safety and good representation at the Fairview advisory.

Vice chair Pederson asked Mr. Mejia if they had any problems coming back from this.

Mr. Mejia mentions that he is not aware of any actual incidents where they have been any injuries of the result of the operation of planes. But there are some reports of flying up near area where pedestrians do walk.

Mr Pederson mentions he has an understanding there are someone out there to monitor.

Mr. Calleros mentions that they inform everyone for safety and regulations that need to be followed.

Commissioner Graham mentions they received a letter from a citizen that lives in the area that he was aware only silent flyers would be flown. There are loud, large and dangerous planes.

Commissioner Graham asked Mr. Calleros if planes are more advance.

Mr. Calleros mentions that technology has advance in these past years and they remind the flyers that there is a limit of (10) pounds.

Commissioner Graham mentions there are issues with people that are not members of the club and don't have any insurance.

Mr. Calleros mentions it's possible they have a sign that mentions that they need a city permit and insurance to fly there.

Mr. Rittenhouse mentions that technology do exist that aircraft fly those speeds. Harbor Society discourages those types of behaviors that expose the liability and possible removal from site. People that fly there has badges and insurance.

Commissioner Harper asked how many members are in the Society.

Mr. Rittenhouse (95) members and (275) fly in the fields that have licenses

Commissioner Harper asked former Veterans

Mr. Rittenhouse responded yes

Mr. Calleros mentions how he is a club member for (3) years. If they are approved for a (5) year plan would like to get a shade structure for the members and also for the people that walk there.

Chair de Arakal thanks Mr. Calleros and Mr. Rittenhouse and appreciate your time

Chair de Arakal called Mr. Perry

Mr. Perry mentions that they should have a (1) year extension per year. Reasons they are flying jet planes and they are noisy. Also has questions if they are citizens of Costa Mesa.

Chair de Arakal called commissioners or public would like to speak to the side

Mr. Calleros mentions that the flying schedule that the sign says to flyers is from dusk to dawn.

Chair de Arakal thank him

Chair de Arakal mentions that he has a few questions. Mr. Hartley or Mr. Mejia the rules and operations of the site are the same as Fairview Park

Mr. Mejia mentioned yes they are

Commissioner Graham is for the (5) year. He likes that they are reaching for the kids. Problems are not with club members and with the outsiders.

Commissioner Graham has questions about the classrooms. What classrooms are they talking about and where do they have the classrooms

Mr. Anderson mentions that Whittier, Wilson, and Davis are where they have taught their classrooms. They are making other arraignments with other schools.

Chair de Arakal commented that he has reviewed the agreement and prior to the meeting, and is going to make some changes and recommendations to the agreement. Would like for commissioners to consider before moving forward extending the term

Chair de Arakal comments on paragraph (6) where the Soaring Society is responsible for grading, moving, weeding and otherwise maintaining the site. I will be making changes. Will ask staff to rewrite paragraph 6

Chair de Arakal mentions if the Soaring Society wish to make any improvements to the site there is a provision on paragraph 6. All such request should be made in writing to the City of Costa Mesa to the Public Services Department Park Project Manager

Chair de Arakal mentions "All such requests must be made in writing to the City of Costa Mesa's Public Services Department, Parks Project Manager, and are subject to review by the Costa Mesa Parks and Recreation Commission. Such modifications may be undertaken by HSS only with prior approval of the Costa Mesa Parks and Recreation Commission."

Chair de Arakal comments any sites, modifications, additions have to come to the commission and are not approve at the staff level

Chair de Arakal comments that there will be corrections to paragraph (6),

1. City takes over
2. All improvements need to be in writing and must be review and approve by the Parks and Recreation Commission.

Chair de Arakal mentions on paragraph (8) where it talks about permitting of events these are minor will be recommending the follow modification

Chair de Arakal mentions on page 3 of 5 on paragraph 8 the second line it say which may occur over a one or two day period. I would like to that to read. "Which may occur over a not more two day personal and may not include more than (25) participants

Chair de Arakal mentions "HSS shall have permission to hold scheduled events at Fairview Park, such as model aircraft competitions, which may occur over a period of not more than two days and which may include not more than (25) participants. HSS shall provide City with notice of such events at least forty- five (45) days prior to the event by electronic mail to the Parks and Recreation Manager. Notice of these events will be advertised in the HSS monthly newsletter and on the HSS kiosk at Fairview Park at least thirty (30) days prior to the event. For events involving 25 or more participants, a Special Events Permit Application must be obtained, filled out, and approved by the City a minimum of 45 days prior to the start of the event. Applications may be obtained at City Hall.

Chair de Arakal mention between paragraph 7 and 8 and it's not in agreement. Would like to read, "City may at any time and without advance notice close the Site to all flying activities in the event an emergency or other circumstances which may pose an immediate threat to public health and safety or environmentally sensitive areas of Fairview Park."

Chair de Arakal mentions on last item, on paragraph nine (9) at the six line down, either party may terminate this agreement at anytime with or with out cause by providing thirty (30) day notice such termination to the other party. I would like to immediate add the following paragraph

Chair de Arakal mention "Upon termination of this Agreement. HSS must remove all structures and improvements from the Site under the supervision of the City within 30 days. The cost of removing said structures and improvements shall be the responsibility of HSS"

Chair de Arakal mentions, those are my recommendations to the agreement

Chair de Arakal asked to commissioners if they where able to follow and if they have any questions or comments on the intent

Vice Chair Pederson commented on HSS maintenance of site, would like to have something in writing with out City guidance

Chair de Arakal commented that he thought of concept and not opposing to it. HSS need City supervision and they can't do anything until approval

Commissioner Abernathy mention part of it is a boundary. Not a clear delineation out there. In the field exactly and permanent space

Chair de Arakal called gentlemen, Mr. Mejia

Mr. Mejia mention Mr. Chairman and Commissioners there is no clear delineation of limits. There is a clear area when utilize when taking off and landing. The delineation as is shown graphically in the master Plan

Commissioner Abernathy questions are the boundaries going to be affected.

Mr. Mejia mention the City has partially delineated the boundaries of rental pools but not water issue area.

Commissioner Abernathy mentions when report comes in they will get a clear line that may move out towards the field and affect area

Mr. Mejia mention that is possible

Chair de Arakal mention that they need to be cautious with Fairview Park.

City Attorney look at it and you look at it to see if you want to modify it in anyway

Commissioner Graham wants to compliment and effort these people have done

Commissioner Abernathy mention, he agrees and support but we need to be cautious and set boundaries

Mr. Calleros responds that they have contact with Mr. Robert Staples for any changes.

Mr. Rittenhouse mention he is concern regarding paragraphs being added

Chair de Arakal mention changes being made are not to terminate agreement. It could be other reasons

Mr. Rittenhouse mention he will be happy to cooperate in anyway

Chair de Arakal called opening for the public comments or commissioners

Chair de Arakal mention would like to make a motion. To direct staff to do modifications to the agreement between Harbor Soaring Society and City of Costa Mesa for the use of portion of Fairview Park as particularly by the Chair. The chair will provide language to staff to implement those to have that draft reviewed by the City Attorney and to bring back the agreement back to the commission on its April 24th meeting.

Chair de Arakal called motion by the chair and seconded by Commissioner Abernathy

Vice Chair Pederson mention five year is agreeable plan. The City Council did the same with the trains for same period of five (5) years .We are in support on what you are doing. I will be supporting motion

Chair de Arakal called for the question. Motion passed five (5) to one (1)

10. **Parks and Recreation:**

Chair de Arakal called Parks and Community Services Manager Ms. Loomer

Ms. Loomer would like to bring up several things that the Community Service and Recreation site would like to be aware of. Since the last meeting the California Park and Recreation Society had their State conference in Ontario, and we had several members of the staff that had an opportunity to attend. They are very appreciative that they had an opportunity for networking and attend educational classes. It was Lynnette Dodge is her last evening, and she like to introduce Vicky Herrera Gonzalez who will be taking her place. She is a temp, Recruitment update and the deadline for application is April 27th. So this is h.r proceeding to find you a new recreation manager. That's all.

Chair de Arakal mention that will bring to Commissioners comments.

Chair de Arakal called Commissioner Abernathy

Commissioner Abernathy commented I will be the first person to Lynnette thank you

Chair de Arakal called Commissioner Graham

Commissioner Graham commented that he had a presentation he was going to do tonight, but there is a little thing on my shoulder saying talk to Bart first. Am just going to thank for their input and with their work this month and the Commissions

Chair de Arakal responded thank you Commissioner Graham

Chair de Arakal called Commissioner Harper

Commissioner Harper thanked Lynnette.

Chair de Arakal called Vice Chair Pederson

Vice Chair Pederson commented Lynnette, they are going to miss you. Thank you for all you have done. The City workers are the back bone of America.

Vice Chair Pederson commented Vicky, welcome and we look forward working with you also.

Chair de Arakal is going to speak about the members at Fairview advisory committee and fellow Commissioners that are going to be there. He has to attend but have missed a couple of them. Appreciate all members, not only the committee but also the public that goes and voices their opinions. Community is where it's grounded and base he respect all those people. Thank you

Chair de Arakal commented thank you very much to Lynnette for her service and dedication.

Chair de Arakal commented looking forward working with Ms. Herrera very much. It's good to see a new face in the team.

Chair de Arakal commented thanking Commissioners for giving good guidance tonight on the Soaring Society Agreement. Vice Chair Pederson and Commissioner Harper input is appreciated. Hoping to have a draft that we can all look at separately and individually and we go to the Commissioners in April.

Chair de Arakal asked if there are any further comments.

Chair de Arakal commented that he just want to make sure that we are very careful with the park, he does not want to lose control of it and want to be very careful in doing the uses of the park

12. **Commissioner Comments:**

Chair de Arakal comments closed on a personal note in memory of David Steeler. I always appreciated him how he always sat there and leaned back and he had a way of listening very carefully and just carries up with this flawless wisdom.

11. **Adjournment:**

The meeting was adjourned at **8:00 p.m.** to the next regular scheduled agenda review on Thursday April 24, 2014, at 5:15 p.m. in Conference Room 3A of City Hall, followed by the Commission meeting at 6:00 p.m. in the Council Chambers.

“Unofficial Until Approved”

THE CITY OF COSTA MESA REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION

APRIL 24, 2014

These meeting minutes represent an action minute format with a concise summary of the meeting. A video of the meeting may be viewed on the City's website at www.costamesa.gov or purchased on DVD upon request.

1. Call to Order: Chair de Arakal

2. Pledge of Allegiance: Commissioner Graham

3. Roll Call

Commissioners Present: Chair Byron de Arakal
Vice Chair Kim Pederson
Commissioner Dean Abernathy
Commissioner Robert Graham
Commissioner Donald Harper

Commissioners Absent: None.

Officials Present: Ms. Tamara Letourneau, Asst. Chief Executive Officer
Ms. Penny Loomer, Interim Recreation Manager
Mr. Bruce A. Hartley, Maintenance Services Manager
Mr. Bart Mejia, Parks Project Manager
Ms. Lisa McPherson, Recreation Supervisor

4. Oral Communications: None.

5. Consent Calendar

a. Adult & Youth Contract Instructional Class Proposals

MOTION made by Vice Chair Pederson, seconded by Commissioner Abernathy, carried five to zero, to approve fees for one (1) youth instructional class and (1) all ages class.

The motion carried by the following roll call vote:

Ayes: de Arakal, Pederson, Abernathy, Graham, Harper
Notes: None
Absent: None

Abstained: None

6. Public Hearing

No items.

7. Old Business

- a. Renewal of the User Agreement with the Harbor Soaring Society.

Mr. Mejia presented the staff report.

Public Comments

1. Henry Smith, Tustin

Mr. Smith, long-standing member of the HSS, noted that some sections of the user agreement needed further thought; mentioned they could not be held responsible for those not in the association; and asked that this item be continued for another month.

2. John Rittenhouse, Costa Mesa resident

Mr. Rittenhouse agreed with Mr. Smith and discussed the liability involved with this agreement.

3. John H. Anderson, Corona Del Mar

Mr. Anderson spoke about HSS educational efforts.

4. Jesse Calleros, Santa Ana

Mr. Calleros, President of Harbor Soaring Society, was in agreement with the recommended changes to the User Agreement.

MOTION made by Chair de Arakal, seconded by Commissioner Abernathy, carried five to zero, to approve the agreement between the Harbor Soaring Society and the City of Costa Mesa for the use of a portion of Fairview Park for a period of five years with the following changes to the agreement:

Section 2: Place a period at the bottom line after “Fairview Park” and strike “however HSS shall be responsible that all users of the site and their guests (“Flyers”) comply with the requirements set forth herein.”

Section 4: Strike “HHS shall be responsible to ensure that all” and start section with “All flyers shall comply with ...”

Section 5: Strike “HSS shall also be responsible to ensure the following:” and begin section with “All flyers shall perform a pre-flight check ...”

Section 12: That the words “or any flyer” be stricken.

The motion carried by the following roll call vote:

Ayes: de Arakal, Pederson, Abernathy, Graham, Harper

Notes: None
Absent: None
Abstained: None

8. New Business

a. Field Use Allocation Policy Review (PRC Goal #5)

Ms. McPherson presented the staff report.

Public Comments

1. Brett Eckles, Costa Mesa Resident
Mr. Eckles stated he wants to see a more balanced approach to Harper School, including taking out the lights. He also suggested accommodating Little League.
2. Scott Mahaffy
Mr. Mahaffy asked for a clarification of an item on Page 4 and said the organization must be made of volunteers.
3. Mark Arblaster, Costa Mesa
Mr. Arblaster provided a hand-out to the Commission and discussed concerns on the fee structure.
4. Jack Morales, Costa Mesa Resident
Mr. Morales proposed changes to the Field Use Allocation Policy; and discussed resident status and Costa Mesa Pony Baseball.
5. Kirk Bauermeister, Costa Mesa Resident
Mr. Bauermeister spoke about Little League and making it viable.

Motion made by Chair de Arakal, seconded by Vice Chair Pederson, carried five to zero, to make the following modifications to the Athletic Field Use and Allocation Policy to bring back to the Commission at its May meeting for final review:

- 1. Present language relative to granting special residency status to Costa Mesa Little League and Costa Mesa Pony League to make all changes suggested by staff relative to Parks and Community Services Department designation and Assistant CEO decision-making.**
- 2. Page 4, delete “from the organization” in the sentence, “Groups that compensate local executive staff and/or board members from the organization shall be excluded from the Group 1 status.”**
- 3. Page 11, Remove under Kaiser School, “Temporary lights are NOT allowed at this facility.” Add a provision under Harper School that “Temporary lights are NOT allowed at this facility.”**
- 4. Page 19, add Use Requirement No. 6, “Temporary lights are allowed at the following facilities: Woodland Elementary School, Lindbergh, Kaiser**

Elementary School, Back Bay High School, Parsons School, Costa Mesa High School, Estancia High School, Davis School, Sonora School, and Fairview Development Center.

The motion carried by the following roll call vote:

Ayes: de Arakal, Pederson, Abernathy, Graham, Harper

Notes: None

Absent: None

Abstained: None

Chair de Arakal called a five-minute recess at 7:13 p.m.

b. Tree Removal . 1931 Swan Drive

Mr. Hartley presented the staff report.

Public Comments

1. Bruce Lamb, Applicant

Mr. Lamb explained his justification for the tree removal request.

Motion made by Vice Chair Pederson, seconded by Commissioner Harper, carried five to zero, to approve the removal of (1) City-owned pine tree at City expense and approve the removal of (3) Silk Oak trees as a Category 3 – Discretionary Removal, with the Applicant paying the cost for removal and the 3:1 replacement costs.

The motion carried by the following roll call vote:

Ayes: de Arakal, Pederson, Abernathy, Graham, Harper

Notes: None

Absent: None

Abstained: None

c. Tree Removal . 259 Princeton Drive

Mr. Hartley presented the staff report.

MOTION made by Commissioner Graham, seconded by Vice Chair Pederson, and carried five to zero, to deny the request to remove the tree.

The motion carried by the following roll call vote:

Ayes: de Arakal, Pederson, Abernathy, Graham, Harper

Notes: None

Absent: None

Abstained: None

9. Maintenance Services Manager's Report

Mr. Hartley presented the report relating to the following items:

Operational Highlights

- Five New Park Maintenance Employees Hired
- Completed over 33 Park & Facility Improvement Projects
- FY 14-15
\$294,000 requested for small+Parks/Facility Projects
- Special Event Preparation and Support
Community Run 4/26 . Scott Stadium and Fairview Park
Art in the Park 5/3 . Estancia Park
Civil War Reenactment 5/2, 5/3, and 5/4 - Fairview Park
Fish Fry & Carnival 5/30, 5/31, and 6/1 . Fairview Park

Yukon Avenue Tree Update

TeWinkle Park Lakes

TeWinkle Park West Side Drainage Improvements

TeWinkle Park East Side Irrigation Improvements

Angels Playground - Surfacing Repairs

TeWinkle Athletic Complex - Dugout Shading Project

Volcom Skate Park - Surface Repairs

TeWinkle Park - Turf Repair

TeWinkle Park - Concrete Sidewalk Replacement

Tennis Center . Concrete Improvements

Wakeham Park . Sports Court Re-surfacing

Shiffer Park Bridge Repair

Suburbia II Park . Electrical Pedestal Replacement

Fairview Park . Water Access

Shiffer Park . Sidewalk Replacement

Jack Hammett Sports Complex . Landscape Improvements

Shalimar Park . Tot-Lot Maintenance

Cars vs. Trees & Gates . Driver Billed for Property Damage

Memorial Tree and Plaque

10. Parks & Community Services Manager's Report

Ms. Loomer presented the report. She mentioned that a new staff member will be starting next week; noted the May 14th Recreation Manager interviews; and invited the Commissioners to the May 3rd Arts in the Park at Estancia Park.

11. Commissioner's Comments

Commissioner Abernathy discussed Bikeways and the Bike Plan and said more input is needed on bike trail connectivity.

Commissioner Graham thanked staff.

Commissioner Harper thanked Commissioner Graham for his pictures (slideshow) and thanked staff and Mr. Hartley.

Vice Chair Pederson spoke about putting more money into recreation, parks, and trees.

Chair de Arakal thanked staff, his fellow Commissioners, and noted that it is important that space is provided for kids to play sports. He also acknowledged Army Reserve Specialist Lorna Lyttle, a Park Ranger in our Police force, who was deployed to Afghanistan to serve our country.

12. Adjournment

The meeting was adjourned at 8:27 p.m. to the next regular scheduled agenda review on Thursday, May 22, 2014, at 5:15 p.m. in Conference Room 3A of City Hall, followed by the Commission meeting at 6:00 p.m. in the Council Chambers.

Submitted by:

Tamara Letourneau
Assistant Chief Executive Officer

